

REPORT/CERTIFICATE OF RECORDS DESTRUCTION



**Arizona State Library, Archives and Public Records
RECORDS MANAGEMENT DIVISION
1919 West Jefferson Street
Phoenix, Arizona 85009
Phone: 602-542-3741 Fax: 602-542-3890
E-mail: rmd@lib.az.us**

AUTHORITY

Date of approved
schedule or manual

<input type="checkbox"/> STATE AGENCY	POLITICAL SUBDIVISION <input type="checkbox"/>		DATE
AGENCY NAME		ORGANIZATIONAL UNIT	PHONE
ADDRESS		CITY	AZ ZIP

LIST RECORDS DESTROYED

RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
	FROM	THRU	

CERTIFICATE

The above records have been destroyed so as to render them totally useless.

DESTROYED BY (NAME)	TITLE	
SIGNATURE X		DATE

* Volume of paper records is estimated in cubic feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumed.

INSTRUCTIONS

1. In the upper right corner "Authority" enter the approval date of the retention and disposition schedule. If a schedule is from an ASLAPR published manual name the manual and the approval date on the schedule.
2. Complete the "FROM" section completely with official agency name, organizational unit or office name, address and zip code.
3. List the "Record Series" destroyed using the exact record series name(s) found on the approved schedule.
4. Enter the earliest date of records destroyed under "From" and the latest date under "Thru".
5. Estimate the volume, in cubic feet, of records destroyed:
 - One letter size file drawer = 1.5 cu. ft.
 - One legal size file drawer = 2.0 cu. ft.
6. At the bottom of the certificate enter the date on which the records were destroyed and the signature of the individual who actually performed or witnessed the destruction.